



iDMB

A Newsletter for the Employees of the Department of Management and Budget

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Employees receive excellence awards

The first recipients of DMB's Employee Excellence Awards were honored by their colleagues during the annual Employee Recognition and Celebration Event Sept. 21.

The new awards, which will be given annually, recognize five employees who were nominated and chosen by their DMB peers. The honorees include:

- Kay Baker
- Gary Hampton
- Charles Hradsky
- Kevin Lancto
- Terri Powers

"As state government focuses on common values, these yearly honors begin to give public recognition to the employees who help us achieve our very best," said Mitch Irwin, DMB director.

Baker, who is manager of Financial Services' Accounts Payable Division, was chosen for the Leadership Award. This honor recognizes an employee who steps up to the challenge to lead. Her nominator said Baker demonstrates her leadership through her involvement and the example she sets for others. She is described as someone who communicates openly, encourages employees and acknowledges their efforts. She continually seeks ways to improve processes and encourage change and growth.

Hampton, who performs vehicle oil changes, received the Customer Service Award, which is given to an employee who demonstrates exceptional

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Hradsky



Powers



Hampton



Baker



Lancto

News from the Offices

Employees nominated for awards

The first recipients of DMB's Employee Excellence Awards were announced at September Employee Recognition Event.

Awards were given to one employee in each of five categories: Customer Service, Every Day Hero, Innovator, Leadership and Living the Values.

Employees across DMB were invited to submit the names of their colleagues, and about 75 nominations were received.

Nominees for the awards included:

Cindy Adams
Sharnna Autrey
Jeffrey Bailey
Kay Baker
Denice Ballard
Joy Bartell
Bob Bierwagon
Sandy Blommer
Debbie Brady
Mary Brocklebank
Doreen Brown
Becky Cain
Ralph Chapman
Joseph Chin
Lila Christiansen
Douglas Church
Charla Clifford

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Employees' gifts to aid needy

Michigan Harvest Gathering relies on the great support it receives from state employees and recognizes the important role you have played in helping Michigan families in need. I am asking you to show that same inspiring spirit and generosity again.

Last year state employees contributed more than 80,000 pounds of food and approximately \$18,000 to the Michigan Harvest Gathering. These contributions went directly to the Food Bank Council of Michigan; all the monetary contributions were used for transporting food. While these donations are phenomenal, we at DMB always strive to do more. I am encouraging all DMB employees to participate in this worthy cause and exceed last year's numbers.

For information about the Harvest Gathering, contact Erica Waltmire, (517) 373-6898, or waltmiree@michigan.gov

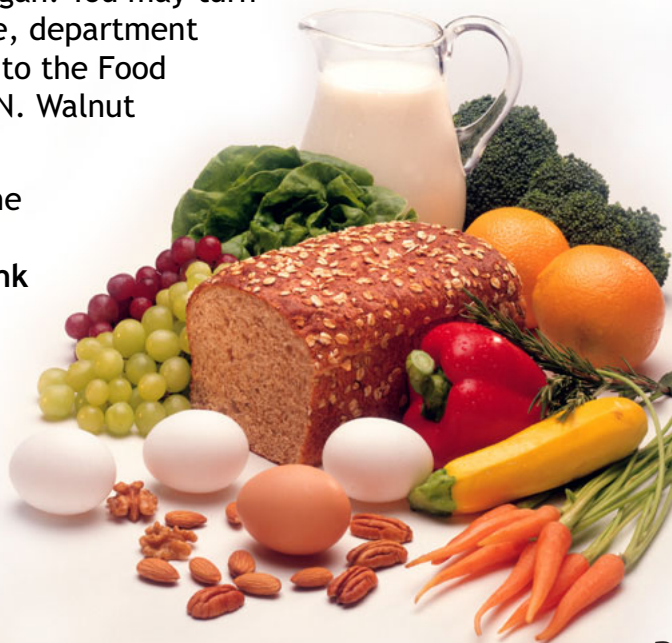
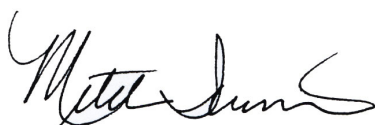
We will be collecting nonperishable canned and boxed food items during the weeks of Oct. 25 to Nov. 7. Bins will be available in many locations throughout our DMB offices. In addition to the drop-off sites, keep your eyes peeled for announcements regarding Harvest

Gathering activities and competitions within your offices that will allow you to have fun while contributing to your community. We will keep you updated through iDMB as well and will report on all the "winners."

If you wish to make a monetary donation, keep in mind that it is tax deductible. Make your check payable to the Michigan Harvest Gathering or the Food Bank Council of Michigan. You may turn in your check to Erica Waltmire, department coordinator, or mail it directly to the Food Bank Council of Michigan, 501 N. Walnut St., Lansing, Mich. 48933.

Your contributions will make the Michigan Harvest Gathering successful again this year. **Thank you for your giving spirit.**

Cheers!



News from the Offices

Employees complete CERT training

About 20 DMB employees have completed Community Emergency Response Team training. This program, which prepares people to respond to community emergencies, is offered by the Citizens Corps, a national group that is coordinated by the Department of Homeland Security.

Office of Facilities managers decided to offer the training after **Larry Franklin**, facility supervisor for the Secondary Complex, participated and was pleased with the information he received.

"We thought it was a good fit with the facility managers and what they do," said **Dave Stevens**, tenant services manager for the Office of Facilities.

Stevens asked for volunteers and received positive responses from nearly 20 employees. In

(Click to continue on page 9)

Carver aids in hurricane relief

When **Karin Carver** boarded a plane Sept. 7, she hoped she was en route to Florida to help people affected by Hurricane Ivan. Although the DMB employee didn't get farther than her initial stop in Atlanta, Ga., she was occupied in the relief effort nonetheless.

Carver, a facility supervisor of several buildings at the Secondary Complex, was among about 20 Office of Facilities employees who completed Community Emergency Response Team training last spring (see related story at left). The training prepared them to assist in disasters, and she was one of thousands of volunteers from 45 states who responded to the call to help with hurricane relief.

In Atlanta, Carver and others were fast-tracked through training sessions to prepare for work in storm areas. Although she hoped to help others dig out near the eye of the hurricane, she was redirected to a community relations assignment that would help ease the hearts and minds of the victims. Community relations trainees served as sounding boards and provided information about relief resources.

Many volunteers were called in anticipation of the storm and were trained and waiting before the storm hit. That's when Carver was shifted from disaster relief to administrative duties and helped direct volunteers through the intake process. In eight days, 4,000 people passed through the center. After their arrival, they were sworn in as federal employees and received photo identification cards. Carver helped many of them locate lodging, transportation and meal resources. She worked 12-hour days, returning to her hotel room no earlier than 8 p.m.

"FEMA (the Federal Emergency Management System) was amazed at the response they got," Carver said.

She and the others were part of the CERT program, which trains individuals to respond to emergencies in their communities. FEMA administers the program and calls on the trained personnel to help in national emergencies.

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Karin Carver, DMB facility supervisor, spent eight days in Atlanta, Ga., assisting in FEMA's disaster relief efforts. Here Carver joins her Citizen Corps squad leader **David Vieira** at the Atlanta Conference Center, operations base for efforts to assist victims of the recent hurricanes.

News from the Offices

Award nominees

(Continued from page 2)

Steve Crippen
Susan DeBor
Theresa DeLuca
Angela (Angie) DeRose
Chris DeRose
Hollie Dietz
Fred Doll
Steven A. Doty
Linda Feldpausch
Deb Fenstermaker
Ron Foss
Maritza Garcia-Strong
Kris Garrison
Tom Goodine
Hal Graber
Brent Haag
Gary Hampton
Phil Harlan
Greg Hayes
Terry Hayes
Laurie Hill
Sue Horvath
Dan Hough
Charles Hradsky
Billie Isham
Arthur (Butch) Kimball
Ann Kroneman
Kevin Lancto
Mary Lewis
Joyce Macauley
Josey McCloud
Raini Majeske
Uday Malavia
Jonathan Meyer
Kristine Morris
Ralph Peña
Brandon Philip
Melissa Piesko

(Click to continue
on page 5)

What you should know about flu

With flu vaccine limited to high-risk patients, people across DMB are encouraged to use common sense and take special precautions to avoid spreading illness.

What is flu?

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness. Some people are at high risk for serious flu complications, such as older people, young children and people with certain health conditions.

Symptoms of flu

- Fever (usually high)
- Headache
- Extreme tiredness
- Dry cough
- Sore throat and a runny or stuffy nose
- Muscle aches
- Gastro-intestinal symptoms, such as nausea, vomiting and diarrhea



How flu spreads

The flu spreads in respiratory droplets caused by coughing and sneezing. It usually spreads from person to person, though occasionally a person may become infected by touching something with virus on it and then touching his or her mouth or nose.

Adults may be able to infect others beginning one day **before** getting symptoms and up to seven days **after** getting sick. **That means you can give someone the flu before you know you're sick as well as while you are sick.**

Preventing the flu

The single best way to prevent the flu is to get a flu vaccine each fall. If this isn't possible, there are certain good health habits that can help prevent the flu. In addition, antiviral medications may be used to prevent the flu. (For more information, see "Antiviral Drugs and the Flu" at www.cdc.gov/flu/protect/antiviral.)

Flu vaccine

There are two types of vaccines:

- The flu shot - an inactivated vaccine (containing killed virus) that is given with a needle. The flu shot is approved for use in people older

News from the Offices

Award nominees

(Continued from page 4)

Howard Pizzo
Ken Powelson
Terri Powers
Ken Prudden
Amy Pung
Marsha Quebbeman
David Quigley
Penny Saïtes
Gary Shaw
Natalie Spaniolo
Corey Sparks
Phil Stoddard
Robert Telesz
Tari Teremi
Gary Thompson
Anne Watros
Carol Wheaton
Rose Wilson
Greg Wittman
Mike Wonn
All DMB Employees
VTS Agency
Consultants
VTS Employees and
DMB Director

DMB guardsman leaves for Iraq

On a recent Saturday around Lansing, some people headed for football stadiums, while others jumped into cars for day trips to view the changing leaves.

Brett Gates began a journey Oct. 2 as well, but his was more than a short break on a lazy October afternoon. That's the day the DMB refrigeration mechanic, who also is a specialist in the Army National Guard, began active duty and left Lansing for service in Iraq.

As a two-year DMB employee, Gates has maintained cooling systems, such as those that regulate temperature in computer rooms. As a guard member for 16 years, he has trained as a fueler, transporting fuel for military vehicles traveling far away from any service station. When he reaches Iraq, however, Gates expects to serve on convoy security or as a prison guard.



Brett Gates

"Information changes almost daily, though," he said, "so I'm not totally sure what I'll be doing."

The guardsman is matter-of-fact about his upcoming assignment. He describes himself as a "fate kind of person" who believes that whatever duty he is assigned in whichever place he is located will place him in the circumstances that are meant to be. Admittedly, his optimism won't make it easier for Gates to be apart from his wife, Jennifer, and son, Jakob, who will be three years old in November.

By Oct. 10, Gates expected to reach Fort Dix, N.J., where he began additional training. In January, he is scheduled to reach Iraq, where he will spend the next 18 months. He is among 152 members of his Battle Creek-based battalion to be activated for service.

Other guard friends who have returned from the Middle East have told him what to expect. For example, they pointed out he would arrive in the coolest part of the year, when temperatures level off at about 100 degrees. During the summer months, they said he could expect the temperature to climb as high as 146.

Gates has a large family and circle of friends who will be keeping him stocked with care packages and reminders of home. He welcomes thoughts and prayers from his DMB colleagues, and he invites them to send along an e-mail note from time to time. Those notes may be addressed to brett.gates@us.army.mil.

It's an address that may help him feel he's not quite so far from home.

News from the Offices

A look at DMB's employee celebration

DMB celebrants included (from top to bottom, left to right) Robert Glennon; Joe Ostrowski, Joyce Van Coevering and Sandy Ball; Dianne Williams; Karen Deering, Keli Edmonds, Geneva Hawthorne, Laurie Hill, Monique Pointer and Connie Shutes; Jeanette Doll and Linda Reznick; Gordon Hicks and Tony Contu; and a host of employees applauding DMB people in military service. For more views of the event, log in at <http://connect.michigan.gov/dmb>.



News from the Offices

Fast action minimizes fire's effect

Quick thinking by a DMB storekeeper minimized the effect a Lansing fire could have had on DMB employees.

When a blaze broke out in Spartan Oil Corp. storage buildings Aug. 31, **John Betts** turned off air handlers at DMB's Hazel Street storage facility a block away. His action kept smoke from affecting employees and ruining the files stored there.

"About four o'clock we smelled something electrical and hot," said Betts, a storekeeper at the facility. "It looked like light fog outside the window, and we could see smoke rolling."

What they smelled was smoke from the fire, which air handlers had drawn into the building. Betts turned off the ventilation system and sent the crew home for the day.

"By the time I got out," Betts said,

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Employees receive new awards

(Continued from page 1)

service and meets customer needs efficiently and effectively. He was nominated by all his VTS coworkers, who described him as dependable, dedicated and humble. They said he consistently goes "above and beyond," keeping close watch on vehicles to ensure employees' safe travel. He is mindful of the value of his customers' time and often works through breaks and lunch hours to meet their needs.

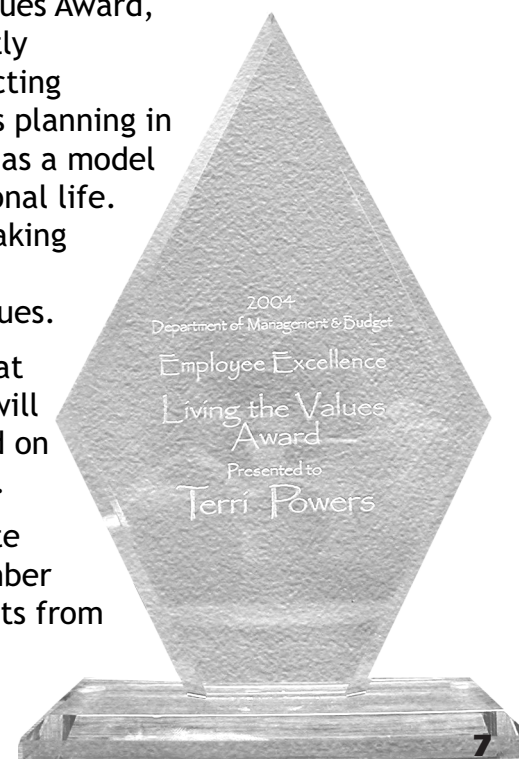
Hradsky, who is on the crew that maintains the State Office Building in Grand Rapids, received the Every Day Hero Award. This honor pays tribute to an employee who consistently demonstrates dependability, diligence and initiative. His nominator said Hradsky takes pride in the building, treating it as if it were his own and providing a comfortable, safe environment for tenants. Hradsky focuses on giving a good return on their investment to the people he describes as "our real bosses - the taxpayers."

Lancto, who supervises the state surplus program, was honored with the Innovator Award, which recognizes an employee whose creative ideas are a force for innovation. He has cut auction-related expenses by \$130,000 and saved countless state dollars by redirecting and disposing of surplus items at the Northville Psychiatric Hospital. He uses customer feedback to improve the auction process and cut costs, and he is credited with taking quick, decisive actions to meet customer needs.

Powers was honored with the Living the Values Award, which goes to the employee who consistently demonstrates DMB's six values. Powers is acting supervisor of financial analysis and business planning in Financial Services. Her coworkers view her as a model of the values, both in her job and her personal life. They said she considers the values when making decisions and helps employees make the connection between their work and the values.

The winners were presented with trophies at the event. Additionally, their photographs will be on display in the Lewis Cass Building and on DMB's intranet and the governor's Web site.

All DMB employees were invited to nominate colleagues for the new awards. A nine-member panel of DMB employees chose the recipients from a field of 92 nominations.



News from the Offices

Carver helps in storm effort

(Continued from page 3)

Carver was still hoping to get to Florida when FEMA asked for volunteers to commit several more weeks of volunteer time, which some were unable to do. That's when Carver and her traveling companion **Evelyn Sitterson**, a Michigan Department of Education employee, decided to return home to their jobs and families.

The eight-day stint piqued Carver's interest in disaster relief, and she plans to be more involved during retirement. Her husband and one of her sons also are interested in completing CERT training.

"I didn't get to do what I wanted to do," Carver said, "but I'd go in a minute again - even if it's just to process people."

Kudos

When Agency Services employees **Dave Peña** and **Tom Goodine** joined forces with other state employees, they helped bring about annual savings of more than \$1 million for the state's Medicaid Services Administration.

Peña and Goodine, who are consultants with Print and Mail Consulting Services, were key participants in a project consolidating payments and electronic fund transfers to Medicaid providers. By combining all payments to a provider into one, the number of warrants issued will be reduced by two-thirds.

"This was a very complex project," said **Paul Reinhart**, director of Medicaid Services Administration. "It involved staff from four different executive departments and required several months to adequately complete and test. Changes were implemented in August 2004 with minimal disturbance to the business flow of the state or our Medicaid providers."

The changes will cut the cost of processing and mailing payments, remittance advice forms, and IRS 1099 forms.

•

Peña and Goodine aren't the only Agency Services employees who helped cut costs on Medicaid projects.

Dan Stiles, graphic designer for Print and Graphic Services, was recognized in the Michigan Department of Community Health newsletter for his effort in redesigning a Medicaid fee-for-service publication. The new design reduced the publication from a full-color handbook to a compact black-and-white brochure. It allowed the department to provide needed information in a publication that could be produced, stored and mailed at a lower cost.

Community health staff members were pleased with the results and hope to make similar changes in other publications.

Quick thinking keeps smoke from building

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"there was black, rolling smoke and flames shooting out over the telephone poles."

The following day was "business as usual," as DMB workers returned to the Hazel Street building, which required a short airing to rid it of the smoky odor.

"We all said we could taste it," Betts said.

Fire officials said the blaze, which was caused by an electrical problem, destroyed two of Spartan Oil's five buildings and came within inches of two oil-holding tanks.

News from the Offices

Dave Bergeon, Tom Smith and Dennis Sisson, employees in DMB's Office of Facilities, broadened their job skills to include racetrack construction. The trio "built" a NASCAR course, which was used for a healthy activity to raise funds for charity.



DMB crew 'builds' racetrack

By NASCAR standards, it was a short track, but a racecourse "built" by three DMB employees kept a special fund-raising event running on rails.

Dave Bergeon, Tom Smith and Dennis Sisson, employees in the Office of Facilities, marked a racetrack and provided the pit tools for NASCAR Comes to Work Day, a benefit sponsored by employees from the Michigan Department of Community Health Bureau of Laboratories and the Department of Environmental Quality. The NASCAR event raised funds for Victory Junction Gang Camp, a nonprofit camp for children with chronic or terminal illnesses.

Employees walked laps in the "Front Yard 400," raising \$310 for the North Carolina camp. They also enjoyed an ice-cream social and held a contest for the best-dressed NASCAR fans.

Although the track designers put forth a Winston-Cup effort, it's doubtful they'll be courted to join the crew at NASCAR's Richmond International Raceway.

It's probably a good idea to stick with your day jobs, guys.

Things that make us hum

Our heart beats about 100,000 times every day.

Our blood is on a 60,000-mile journey.

Our eyes can distinguish up to 1 million color surfaces and take in more information than the largest telescope known to humans.

Our lungs inhale more than 2 million liters of air every day, without even

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CERT training prepares staff for disasters

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In addition to Franklin and Stevens, DMB employees who completed the training include **Steve Benkovsky, Bob Bierwagen, John Blackney, Armando Cabrera, Karin Carver, Steven A. Doty, Pete Duerksen, Jackie Feighner, Steve Fox, Frank Gonzales, John Gross, Duane Harriger, Jack Norris, Rudy Pulido, Larry Rosenbrook, Larry Scates, Anita Stevens, Susan Stuck, Greg Whitford and Randy Williams.**

The 20-hour program offered information on disaster preparedness, fire suppression and safety, medical operations, team organization, search and rescue, disaster psychology and terrorism. The final event, a mock disaster, allowed participants to practice the principles they learned.

Lansing Fire Department first responders who completed CERT's train-the-trainer course provided the training.

Lansing-area DMB employees who are interested in completing the program may contact Ronda Oberlin, (517) 483-4110, for more information.

Employees in other Michigan locations may find their local contacts at www.citizencorps.gov/citizenCorps/allCouncilList.do#MI.

News from the Offices

Things that make us hum

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thinking. They are large enough to cover a tennis court.

Our hearing is so sensitive it can distinguish between hundreds of thousands of different sounds.

Our sense of touch is more refined than any device ever created.

A human brain is more complex than the most powerful computer and has more than 100 billion nerve cells.

We generate 100 billion red cells daily.

When we touch something, we send messages to our brains at 124 mph.

Our nose is our personal air-conditioning system; it warms cold air, cools hot air and filters impurities.

In one square inch on our hand, we have nine feet of blood vessels, 600 pain sensors, 9,000 nerve endings, 36 heat sensors and 75 pressure sensors.

We are indeed PRECIOUS creatures; shouldn't we do ALL we can to stay SAFE?

Five new Sprinters carry ID mail

Five new vehicles delivered to DMB-Logistics will help state government's interdepartmental mail "sprint" to locations across the state.

The Dodge Sprinter cargo vans, which have replaced five Ford E-350 cube vans, are providing reliable transportation for employees who deliver ID mail, keeping the environment cleaner and saving many thousands of dollars.

The cube vans, which traveled to offices in the southeastern, southwestern, central and western areas of the state, customarily have a three-year life cycle and are driven about 50,000 miles annually. In their third year of use with more than 100,000 miles on their odometers, the vehicles are more susceptible to mechanical breakdowns.

The Sprinters offer several advantages over the previous vehicles. They are powered by state-of-the-art five-cylinder turbo diesel engines that use biodiesel fuel, a mixture of soybean oil and diesel fuel that burns cleaner than conventional gasoline. The vans average 25 miles per gallon, compared with the average seven mpg the cube vans got. The new vehicles also use synthetic motor oil, which is changed every 10,000 miles, twice the distance traveled by the cube vans between oil changes.

The Logistics Division worked with several mail route drivers and Vehicle and Travel Services to select the replacement vehicles. The drivers offered input on specifications, options and modifications that were needed, and some of them took Sprinters for test drives on their routes. Drivers gave the vehicles favorable reviews, citing ease of handling and improved engine performance.

VTS continues to work with departments to locate energy-efficient vehicle options. Twenty percent of Michigan's state fleet includes vehicles capable of running on alternative fuels.



Ron Sandin and John McDougall, regional mail drivers for DMB-Logistics, and Beth Ragla, Vehicle and Travel Services consultant, show off one of the New Dodge Sprinters acquired by DMB-Logistics for interoffice mail runs. The Sprinters run on cleaner burning alternative fuel and are expected to save almost \$230,000 per vehicle over five years of operation. DMB recently took delivery on five of the new vans.

News from the Offices



The Sept. 20 kickoff of the State Employees Combined Campaign brought together people from across state government to enjoy sunshine, music and ice cream on the steps of the Capitol. **Yvonne Blackmond**, right, director of the Office of Drug Control Policy and one of this year's SECC cochair, invited participants to sign her "It's Cool to Give" campaign tee shirt. **Lori Edwards**, left, Organizational Development, adds her name to the collection. The SECC, state government's annual charitable fund drive, continues through Oct. 22.

Flu Prevention

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than six months, including healthy people and people with chronic medical conditions.

- The nasal-spray flu vaccine - a vaccine made with live, weakened flu viruses that do not cause the flu (sometimes called LAIV for Live Attenuated Influenza Vaccine). LAIV is approved for use in healthy people five years to 49 years of age who are not pregnant.

When to get vaccinated

October or November is the best time to get vaccinated, but you can still get vaccinated in December and later. Flu season can begin as early as October and last as late as May.

Who should get vaccinated?

- Children six to 23 months
- Children six months to 18 years who are on chronic aspirin therapy
- Seniors 65 and older
- People two to 64 years with chronic medical problems
- All women who will be pregnant during the influenza season
- Residents of nursing homes and long-term care facilities
- Caregivers of and people living with infants under six months

Other good health habits

Prevention is the key.

- Wash your hands before eating and preparing food.
- Wash your hands after using the restroom and after physical contact with people who are sneezing and coughing.

News from the Offices

Correspondents:

Acquisition Services

Marilyn Becker

Penny Saïtes

Agency Services

Geneva Hawthorne

Director's Office

Jeanette Doll

Financial Services

Terri Powers

Office of Facilities

Diane Black

Organizational Services

Keli Edmonds

Retirement Services

Rosemary Baker

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Tim McCormick

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Flu Prevention

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- Dry your hands after washing, because wet hands pick up more germs from surfaces such as tables.
- Get plenty of rest.
- Eat well.
- Drink plenty of fluids.
- Take a multivitamin.
- Avoid alcohol, caffeine and cigarettes because they stress your body.
- Avoid close contact with throngs of people, such as in a crowded sports arena or shopping mall.

Stop the spread

Once you are sick, it is up to you not to spread viruses to everyone else.

- Use a tissue to wipe your nose. It's amazing how many adults use their hands.
- After coughing, sneezing or blowing your nose, wash your hands so you don't infect everything you touch, from copier buttons to the cafeteria table.
- If you have a fever, call in sick. You are most contagious during the first 72 hours that you exhibit flu symptoms.

Tom Swindlehurst of MIOSHA's Consultation, Education and Training Division conducted a two-hour session on scaffold safety with supervisors and employees from Tenant Services and the Operations Division of the Office of Facilities. Swindlehurst reviewed the construction standard for scaffolds and discussed the proper personal protective equipment to use. Afterward, participants joined in a hands-on session of scaffold assembly and discussion of safe work practices. Organizational Development's Safety and Health Section sponsored the training, which took place Sept. 16 at the new Grounds Shop Building at the Secondary Complex.

